

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST**KAMPALA****2. AGENCY****DOS****3a. POSITION NO.**

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

☒ b. New Position

☐ c. Other (explain) _____

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

BODYGUARD (OFFICER IN CHARGE)**8**

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)**7. NAME OF EMPLOYEE****8. OFFICE/SECTION**

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee_____
Date(mm-dd-yy)_____
Typed Name and Signature of Local Supervisor_____
Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

ARSO – RAYMOND MORTON_____
Typed Name and Signature of American Supervisor_____
Date(mm-dd-yy)_____
Typed Name and Signature of Human Resources Officer_____
Date(mm-dd-yy)**13. BASIC FUNCTION OF POSITION**

This is a supervisory position in the Regional Security Office. The incumbent is responsible for the leadership and management of the all bodyguards assigned to the U.S. mission. The duties include bodyguard protection of Embassy staff and visiting dignitaries; administrative duties such as review and filing of timesheets, leave records and evaluation reports for all bodyguards. Incumbent reports directly to the Assistant Regional Security Officer.

14. MAJOR DUTIES AND RESPONSIBILITIES**90% OF TIME**

Incumbent must possess a strong knowledge in physical protection, standard security practices and procedures; provides daily oversight of all bodyguards, documents deficiencies and recommends corrective courses of action; creates work schedules; and reviews timesheets and leave records. The incumbent will develop and maintain low-level contacts with host nation security forces.

--Oversees and provides training of Bodyguards Shift Supervisors and host nation officials. Ensures Bodyguards maintain

assigned weapons and other issued items in good and safe operating condition.

--Maintains an inventory and controls issuing and access of weapons and other equipment to the Bodyguard team members. Ensures that all equipment is in good and safe operating condition.

--Directly supervises and evaluates the performance of Bodyguard Shift Supervisors, writing their evaluations, discussing and counseling with regards to their duties and responsibilities, and appraises them for tasks well done.

--Ensures overall accuracy timesheets of the Bodyguards on a bi-weekly basis.

--Incumbent physically protects all USG Personnel to whom the incumbent is assigned to protect, including the Chief of Mission, Deputy Chief of Mission, and other official USG Representatives. Incumbent provides first line defense against intruders and/or attackers.

--Keeps the ARSO or RSO informed as necessary during his shift.

--May be required to carry firearms during shift duties and while escorting assigned dignitaries.

--Ensures that his/her weapon is maintained and is in excellent operating and safe condition at all times.

--Ensures that the vehicle(s) being driven during a detail is clean and in working condition.

--Performs other duties as required by the RSO.

10% of time

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of two years college or university studies in business administration, liberal arts or science is required.

b. Prior Work Experience

Total of five years progressively responsible experience, three years of which is in the commercial security guard industry, civilian or government police or military and at least two years at a management level with direct responsibilities of staff.

c. Post Entry Training

80 hours of initial training and annual 16 hours Recertification Training, Semi-Annual Firearms training, basic medical training.

d. Language Proficiency:

Level IV English ability (good working knowledge of written, spoken and reading) and level IV ability (good working knowledge of written, spoken and reading) in any three of the following languages is required; Luganda, Lusoga, Kiswahili, Lunyankole, Acholi, Lugisu, Lunyoro, Lukiga, and Alur/Acholi is required.

e. Knowledge

A strong knowledge in physical protection, standard security practices and procedures; good working knowledge of standard security equipment and weapons; thorough knowledge of host-country operational environment, language, law and security entities, and historic criminal and terrorist threats and operational tendencies.

f. Skills and Abilities

- The work requires keen analytical abilities; originality of ideas, creative solutions, and the exercise of sound, independent judgment;
- Must be able to make independent judgments on threats made to protected officials.

- Must be able to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.
- Must be able to operate the full spectrum of Microsoft Office Suite (Word, Excel, Powerpoint at a minimum)
- Must be able to use firearms efficiently and safely.
- Must have good interpersonal and courteous skills.

16. POSITION ELEMENTS

g. Supervision Received

Direct Supervision from the assigned ARSO or his/her backup and reviewed by the RSO.

h. Available Guidelines

12 FAH 7, 12 FAH 8, 3 FAH 2, 12 FAH 2, and 12 FAH 5

i. Exercise of Judgment

The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments and rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.

j. Authority to Make Commitments

None.

k. Nature, Level and Purpose of Contacts

Must be able to develop and maintain contacts with mid-level host-government security officials and security professionals.

l. Supervision Exercised

Directly supervises 4-5 bodyguard shift supervisors and has overall responsibility for 9-12 host nation police officers.

m. Time Required to Perform Full Range of Duties after Entry into the Position

One year.